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Mission and Installation Contracting Command

Government Purchase Card (GPC) Refresher Training

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MICC - Presidio of Monterey
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Agenda

- GPC Administration
- Micro-Purchase Threshold for Supplies
- Regulations/Guidance
- Contracting Web Page
- Prohibited Items
- Pre-Purchase Approval Items
- Special Requirements
- Convenience Checks
- Ethics
- GPC Audits (Findings and Actions)
- Access Online (AXOL)
- Questions



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Micro-Purchase Threshold

- Because of FAC 2005-13, the GPC Program now has three maximum single purchase limits:
 - \$2,000 for construction
 - \$2,500 for services
 - \$3,000 for supplies



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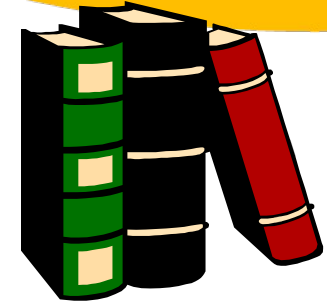


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Regulations / Guidance



- **Guidance:**
- Federal Acquisition Regulation
 - DFARS, AFARS
- Army Purchase Card Operating Procedures
- DoD FMR
- POM GPC Users Guide
 - SOP # DOC-CG001
- Government Purchase Card Checks
 - SOP# DOC SOP-003
 - Card Holder responsible to request



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Contracting Web Page

Review the POM GPC web page for current GPC Info at:

http://www.monterey.army.mil/Contracting/purchase_card.html

http://www.monterey.army.mil/Contracting/purchase_card.html

GPC Training Presentation

- Army GPC Operating Procedures
- POM GPC User Guide (DOC-CG001)
- Check Purchase Request (CPR) (SOP DOC-003)
- GPC Audit Procedures (SOP DOC-006)
- State Tax Exemption Letters (To be updated)
- DoD Concept of Operations
- GSA ADVANTAGE
- DoD E-MALL
- UNICOR
- NIB
- NISH
- Ability One (To be added)



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State Tax Exempt Letters

<https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>

Ability One Website

<http://www.abilityone.gov/>



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PROHIBITED PURCHASE

A requirement may not be “SPLIT” to circumvent the \$3,000 (SUPPLY); \$2,500 (SERVICES) and \$2,000 (CONSTRUCTION) single purchase limit.

REMEMBER

- Your requirement is what is known at the time
- Requirements are evaluated at the most macro level
- Any requirement in excess of the single purchase limit must go to the Contracting Office



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UNAUTHORIZED PURCHASES

- Cash advances
- Travel related purchases
 - Purchase of airline, bus, train, or other travel related tickets
 - Purchase of meals, drinks, lodging or other travel related costs (personal)
- Rental or lease of land or buildings
- Repair of GSA leased vehicles
- Gifts or mementoes for individuals



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UNAUTHORIZED PURCHASES

(cont)

- Telecommunication services (cellular or pager service) without written approval. Cost may never exceed \$2,500.00 per year
- Purchase of telecommunication equipment and repairs without written Network Enterprise Center (NEC)/Chief Information Office (CIO) approval
- ADP hardware or software without prior NEC/CIO written approval
- Repetitive Services exceeding \$2,500 per year
e.g. janitorial, yard and maintenance service
- Personal clothing or footwear, except in emergency situations or when authorized by the agency or regulation



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UNAUTHORIZED PURCHASES

(cont)

- Printing or copying services
 - FAR 8.802 prohibits directly contracting with commercial sources
- Construction services in excess of \$2,000.00 including repairs (Davis-Bacon Act)

NOTE: Painting is considered a construction service

- Purchases requiring third party payments
 - Example – Pay Pal, Ebay



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UNAUTHORIZED USES?

- Savings Bonds
- Dating and escort services
- Casino gaming chips
- Court costs, alimony, child support
- Bail and bond payments
- Tax payments
- Your child's tuition payments
- Car payments
- Plastic surgery



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EXCEPTIONS

- **Cardholders are prohibited from purchasing food items or light refreshments for personal or Government use.**

LIMITED EXCEPTIONS:

- Sponsoring activities may serve refreshments at award ceremonies recognized under the CIVILIAN employee's incentive awards program
- Formal ethnic awareness program food samples as part of an education program
- May be **considered** for "**formal conferences**" where specific criteria are satisfied IAW recent Comptroller General decisions. (**Legal review required**)



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EXCEPTIONS

(cont)

- Cardholders are prohibited from purchasing items for personal convenience/not for official Government use – All appliances, handheld/portable electronic devices and clothing
- **LIMITED EXCEPTION:** If the purchase is deemed proper, by an 06 or above, mission essential and a necessary expense of operating the facility, subject to certain requirements, this can be considered an exception. **GET LEGAL CONCURANCE AND DOCUMENT THE APPROVAL IN WRITING AND FILE WITH THE PURCHASE DOCUMENTS**



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EXCEPTIONS

(cont)

- Cardholders are prohibited from purchasing bottled water
- LIMITED EXCEPTION:
 - If an agency has a Written report, from an outside water testing agency, determining that the only available water supply is harmful if consumed.
 - If there is no water available (guard shacks, FOBs, etc.)



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EXCEPTIONS

(cont)

- Cardholders are prohibited from purchasing “give-away” items such as trophies, awards plaques and mementoes for farewells and other occasions

LIMITED EXCEPTION:

- The purchase of give-away items in support of employee recognition programs or by recruiters may be authorized if accomplished within the authorizing regulation or an approved awards program.
- Commander's Coin under limited circumstances



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EXCEPTIONS

(cont)

- Cardholders are not authorized to purchase business cards
- LIMITED EXCEPTION: Printing of business cards using existing software and agency purchased card stock for use in connection with official activities



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DENIED PURCHASES

When a purchase is denied by US Bank, the cardholder shall immediately contact US Bank at 888 994-6722 to learn the reason for denial.

Coordinate the necessary corrective action with billing official and/or budget analyst.

Contact your AOPC to make the correction to the account.



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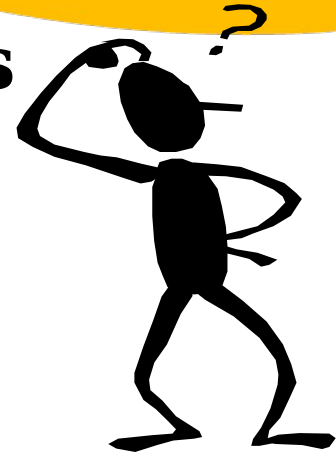


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Pre Purchase Approval Items



- Water
- Advertising
- Hazardous Materials
- Business Cards
- Memberships
- Food and Refreshment
- Trophies, gifts, awards, plaques, and mementoes as give away
- And More.....

- See Army Purchase Card Operating Procedures and GPC Users Guide



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Special Requirements

- **Hazardous Materials** - Consult **Hazardous Waste Management Office** **Prior** to the purchase
- **ADP/FIP** - Consult **NEC/CIO** **Prior** to the Purchase
- **Property Book** - Does it have a serial number?
 - Consult **Property Book Officer (PCO)** **Prior** to the Purchase AR 735, Section III - Accountable Officer 2-10(b)
(PBO can not be a cardholder or billing official)



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MANDATORY SOURCES of SUPPLY

Computer Equipment, Hardware and Software

PRIOR to purchase, cardholders are required to obtain an approved CAPR from NEC for the following equipment: Any equipment that emits radio waves, computers, switches, printers, memory sticks / thumb drives, external hard drives, fax machines, scanners, digital cameras, servers, monitors, projectors, digital senders, TVs, routers, Networking Devices, KVM Switches, copiers.

All commercial off-the-shelf (COTS) software, desktops, notebook computers, VTC equipment and IT equipment (routers, servers, printers, etc) **MUST** be purchased through CHES.

A CHES waiver is required prior to purchasing these items of these agreements.

CHES Website: <https://ascp.monmouth.army.mil>



NOTE: Consolidated Buy Periods are Feb/March and Aug/Sept.

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MANDATORY SOURCE OF OFFICE SUPPLIES

Self Service Supply Center located on an installation

Army BPAs at DoD EMAIL <https://dod-email.dla.mil/acct/>

Federal Supply Schedules

only after the above have been excluded in writing

Commercial Sources

- **Federal Acquisition Regulation (FAR) Part 8**



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Training Card

Only One per Command

- The GPC shall be used as a method of payment for all commercial training \$25,000 and below. (*Army Purchase Card Operating Procedures para 3-2a. Pg 19*)

- Training Procedures & Inclusions

- **Compose a Memorandum for Record that includes:**

- **Justification for the Training requirement**

- **List of attendees that include their name, rank, contact number & unit information.**

- **One SF 182 can be used for all attendees.**

Reimbursements: AR690-400, Chapter 410, Subchapter 6-4b(2) if due to negligence or willful misconduct... **Reimbursements for expenses from employees failing to complete training**



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Ethics

- All Government purchase card participants are required to take **annual ethics and acquisition training**.
- Daily Business with Merchants:
 - Cardholders and Billing Officials must use sound judgment in all contacts with merchants. Tax payer dollars are at use for the benefit of the government.
 - Two Factors of Ethics:
 - employees shall not use public office for private gain, and
 - employees shall act impartially and not give preferential treatment to any private organization or individual.



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PCS/Separation

- **Military**: Card must be surrendered to Billing Official for destruction 30 days prior to PCS
- **Civilian**: Card must be surrendered to Billing Official for destruction upon notification of separation



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MICC-POM GPC Audit Findings

- Lack of Supporting Documentation
 - Property book items
 - Missing receipts and purchase documentation
 - Purchases not in monthly folders
- Use of Non-mandatory Sources of Supply
 - Paypal, Kinkos, & Not using DOD E-Mail
- Splitting Requirements
- Not Keeping Current with mandatory Annual “Refresher” and Ethics Training



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MICC- POM GPC Audit Findings (cont)

- **What to Look for in Files:**
 - Appointment Letter
 - Training Certificates (Including initial onsite training)
 - GPC Customer Guide
 - Copy of Audits Performed
 - Monthly File Folders
 - Backup Documents



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MICC-POM GPC Audit Findings

- **What Else Looking For:**
 - Standardized order of filing actions
 - Frequency cardholders using their card
 - If each cardholder has their own folder (not combining all cardholders' actions in one folder)
 - Cards should be secured (locked up) and left at work.



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MICC-POM GPC Audit Findings

- **Disciplinary Actions on Violations:**

- 1st Offense: Normally lenient with warning.
- 2nd Offense: Will address personal and ethical issues and involves stricter disciplinary measures.

- Serious Violations Require Strict Discipline

Examples: Split purchases; failure to report property book; purchasing prohibited supplies or services and; bypassing mandatory sources.

Disciplinary Process is a **judgmental process** and is subject to seriousness of violation.





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AXOL

REGULATORY GUIDANCE:

Access Online (AXOL) is mandatory

- **Cardholders shall:**
- (i) **Reconcile purchases** actually made within 3 working days after date of billing cycle end-date. Electronic statement of account is considered received on the first day following the end of the billing cycle.
- (ii) **Create an Order**. All transactions shall have a matched order and must include a line item description.



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AXOL

TRAINING AND PASSWORDS:

- **Web base training (WBT):**
 - <https://wbt.access.usbank.com>
 - Organization short name: army
 - WBT Password: (Contact A/OPC for Password)
- **Access for AXOL Statement Reconciliation :**
 - <https://access.usbank.com>
 - Organization short name: army
 - Billing Officials will obtain a AXOL User ID and Password from the A/OPC
 - Cardholders shall use the online AXOL registration to obtain a AXOL User ID and Password.



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AXOL

- **Reconciliation**

- **Cardholders** match order with the Posted Transaction
- Army mandate requires **cardholders** to **complete their review and approve their statements** within **three (3) business days** of the end of the billing cycle.
- **Billing Officials** required to **certify their statements** within **five (5) business days** of the end of the billing cycle.
- **Rebates** a way bank rewards early bill certification.



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AXOL

Access Errors:

- What should a individual do if they are given an **error message** such as:
 - User status is consider inactive-contact administrator?
 - This generally means that the ***password needs to be reset and the individual needs to call customer service at 888-994-6722.***



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AXOL

Disputes:

- **What Happens if a charge goes wrong?**

- 1. Attempt to resolve with vendor
- 2. Fails - File a cardholder Statement of Questioned Item with US Bank
- 3. All disputes must be declared in 60 Days

- **Reasons for Disputes:**

- Unauthorized Mail/Phone Orders
- Duplicate Posting
- Merchandise/Services not received
- Merchandise Returned
- Credit not received
- Alteration of Amount
- Inadequate Description
- Unrecognized Charge
- Copy Request





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AXOL

Delinquencies:

- Billing Officials are required to process the statement within 5 business days. This is an Army Mandate. (See Army Purchase Card Operating Procedures)
- **Notices** will be issued to delinquent billing officials whose accounts become delinquent at **30 days**.
- Accounts that become **60 days delinquent** are subject to **suspension** and will be reported to the Billing Official's organization commander.



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AXOL

Communications:

- When to call U.S. Bank 1-888-994-6722
 - Card is Lost or Stolen
 - Card Authorization is Declined
 - AXOL Password needs to be Reset
- What information do you need when you call the bank?
 - Account No.
 - Billing Address (as it appears on your statement)
 - 30 Day Spending Limit
 - Name of Primary A/OPC



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Key Points

- **Purchases must be pre approved by approving official in writing.**
- **Read and know your GPC Guide.**
- **\$3,000 limit - don't split requirements**
- **You are the agent for the Government**
 - **You are liable for your actions**
- **Document, document, document!**
 - **Don't forget property book coordinations.**
- **Call A/OPC if in doubt.**



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QUESTIONS



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